

VACANCY NOTICE

VN# _____

EXPIRATION DATE: _____

POS. #: HE 709 TITLE: HISTORY ASSISTANT GRADE: GS 09* COMPONENT: DCI/HS LOCATION: AMES

1. HISTORY ASSISTANT FOR DCI HISTORY STAFF. SERVES AS RESEARCH ASSISTANT FOR CHIEF,

2. DEPUTY CHIEF & TWO STAFF HISTORIANS. RESEARCHES AND RESPONDS TO OFFICIAL REQUESTS

3. FROM OTHER GOVERNMENT AGENCIES FOR HISTORICAL INFORMATION & FOR ACCESS TO CIA-ORIGI-

4. NATED HISTORICAL MATERIAL. MAINTAINS HISTORY STAFF'S ARCHIVAL HOLDINGS, HISTORIES

5. & REFERENCE AIDS. MANAGES TRAVEL, TRAINING & LOGISTICS FOR SIX-MEMBER STAFF, &

6. PROVIDES BACK-UP SECRETARIAL SUPPORT WHEN NEEDED.

7. QUALS: REQ: KNOWLEDGE OF AGENCY ADMINISTRATIVE & RECORDS PROCEDURES; GOOD

8. VERBAL SKILLS & ABILITY TO DRAFT CORRESPONDENCE; QUALIFIED IN TYPING.

9. DES: RESEARCH, ARCHIVAL OR EDITING EXPERIENCE; COLLEGE WORK IN HISTORY OR

10. RELATED FIELDS.

FOOTNOTES

12. *PENDING PMCD REVIEW

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INQUIRIES DIRECTED TO: NAME-ADDRESS-EXT. OF COMPONENT PERSONNEL OFFICE

13. 7C17 HQs

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REQUESTED BY

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DCI/Admin

23 AUG 1988 STAT

TYPED NAME AND SIGNATURE OF RESPONSIBLE COMPONENT PERSONNEL OFFICER

DATE

Instructions:

- No multiple or slash grades.
- Use official position title and number.
- Expiration date and VN Number to be completed by OPFF&M.
- Line 1. - Information as indicated.
- Lines 2.-7. - Position description.
- Lines 8.-9. - Qualifications required (be specific).
- Lines 10.-11. - Qualifications desired.
- Line 12. - Footnote - Applicant grade levels to be considered, PMCD Review pending, etc.
- Line 13. - Type name of personnel or other responsible officer as point of contact along with address and telephone extension.